

J.H. V. Neugebauer
August 8, 1974
JW/BA

SUBJECT: County MH/MR Program Plans
and Estimates

TO: REGIONAL DEPUTY SECRETARIES
COUNTY ADMINISTRATORS

FROM: Helene Wohlgemuth
Secretary of Public Welfare

Presently the Budget Secretary is considering our Rebudget Request for the Community MH/MR Programs. This review encompasses major areas of budgetary considerations rather than individual county unit allocations. The Department, however, does not have authority to make final allocations until the Budget Secretary approves the above request.

Rather than delay the allocation process by awaiting the Budget Secretary's approval, we are transmitting the following instructions requesting the data needed to make detailed allocations for 1974-1975 and the development of the 1975-1976 Budget Request. This will also provide the vehicle to give approval to 1973-1974 operating plans. Until we obtain the Budget Secretary's approval, however this information should be considered as tentative allocation plans. Under no circumstances should you expand programs based on this planning information. It is the intent that this approach reflect our basic cooperative working relationship with the County Program.

The Regions are responsible for following through with the County Units in meeting these requirements. The program offices and the Bureau of Fiscal Management in Central Office are available for an necessary backup and interpretation as well as final coordination of the Department's action.

This memorandum also serves to rescind the requests for County Mental Health and Mental Retardation planning and budgeting information as made in memos dated April 11, 1974 and June 10, 1974 from the Office of the Executive Deputy Secretary for Operations and program offices. It is recognized that the County Units have to a varying extent already prepared the requested data as well as having developed the annual plans and budgets for 1974-1975. The Regions, in working with the County Units to comply with the requirements of this memo can save considerable time and effort by using the already developed materials,

Following are the details of each of the three areas of required information and processing. Expenditure Reports are to be submitted directly to the Bureau of Fiscal Management, Room 402, Health and Welfare Building, Harrisburg, Pennsylvania 17120. Program Plans and budgets are to be submitted through the Regional Office to Central Office: one copy to the Office of Mental Health, one copy to the Office of Mental Retardation, one copy to the Executive Deputy Secretary for Operations, and one copy for the Regional Office.

1. FISCAL YEAR 1973-1974 EXPENDITURE REPORT - Due August 15, 1974

The 1973-1974 Annual Expenditure Report is due August 15, 1974, in the Bureau of Fiscal Management as noted in the July 17, 1974 memo from Dr. Harris, Mr. Meyers, and Mr. Coleman. The receipt and verification of the expenditure report will be acknowledged from the Bureau of Fiscal Management and will serve to document the required allocation and operations approval for the 1973-1974 fiscal year.

2. FISCAL YEAR 1974-1975 BASE PROGRAM PLAN - Due August 30, 1974

Each county is required to submit through the Regional Office a program plan for current and new/expanded programs for their Base Program operations. In addition, each county must complete the attached Budget Estimate form (with instructions) for fiscal year 1974-1975 and include estimates for only Base and Family Resource Service's costs for current programs and new/expanded programs. (CLA and CLA Coordinator budgets are being developed separately as well as DDS and should, therefore, not be included in these plans and budgets). These plans and budgets must be completed by each county unit and submitted to the Regional Office in time for their review and subsequent submission with recommendations to Central Office by August 30, 1974. Any plan or expenditure report which is not received by August 30, 1974, will mean the withholding of the allocation and second quarter payment until this data is received and processed.

In the completion of these plans county units should include the following information:

A. The annual county Expenditure Report for fiscal year 1973-1974 which is due August 15, 1974. For planning purposes each county should assume that the 1974-1975 Base Program allocation will receive a 10% cost of living increase over these 1973-1974 expenditures for their Base Program, and project their current base program accordingly. Adjustments will then be made for those county units whose Base Program allocation falls below a minimum per capita of \$3.25.

B. After the 10% cost of living increase is applied to the 1973-1974 base expenditures, those counties whose per capita is below \$3.25 shall compute the added amount necessary to achieve this minimum. The 1970 census should be used for this purpose. To receive this increase, these counties must submit in summary form a plan and budget for the additional funds. The Regional MH/MR staff will evaluate this plan against the County Unit's existing base program services and the need to meet a minimum set of services. Its recommendation on approval of use of the added allocation is to be included in the full report it submits to the Central Office.

C. The information obtained from each County Unit also must include an itemization identifying each new or expanded service begun after the start of operations in fiscal year 1973-1974, and, which requires

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full year funding for 1974-19.75 over and above normal cost of **living** increments.

D. In addition, the County Units must provide identification of each new or expanded service planned for fiscal year 1974-1975 and its estimated cost. Departmental policy is to give priority to County Units requesting funds that impact on deinstitutionalization for the mentally retarded and mentally ill and for Crisis Intervention and Partial Hospitalization Programs.

E. The Region will submit its recommendations to the Central Office in accordance with the review requirements above no later than August 30, 1974. As stated above one copy each of the recommendation - on each County Unit should be sent to the respective Mental Health and Mental Retardation Program Offices and the Executive Deputy Secretary for Operations.

3. FISCAL YEAR 1974-1975 MENTAL RETARDATION CATEGORICAL PROGRAMS
Due August 30, 1974.

The separate appropriation for "Community Living Arrangements" covers the group homes program, CLA Coordinators and the Family Resource Services Program costs.

As stated above under fiscal year 1974-1975 Base Program Plan, Family Resource Services is to be included on the 1974-1975 Budget form along with Base Program costs. The accompanying plan for the Family Resource Services allocation for current programs will be based on a ten percent cost of living increase over the 1973-1974 expenditures. As in the instance with the base program, it is, therefore, necessary that the 1973-1974 expenditures for Family Resource Services be reported before this allocation can be determined. In addition, the plan should identify cost estimates for each new and expanded Family Resource Service Program. (In the event a County Unit did not submit a Family Resource Service plan and budget for 1973-1974, detailed data for a review of the carryforward costs also must be submitted). This 1974-1975 data for Family Resource Service is due in Central Office on August 30, 1974, along with the Base Plan recommendations.

The CLA (group homes) and Coordinators' costs allocation is being developed separately from the other material requested in this memo and is not required in this submission.

4. FISCAL YEAR 1975-1976 - Due August 30, 1974

REGIONAL DEPUTY SECRETARIES
COUNTY ADMINISTRATORS

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With the Department now in the process of developing its Budget Request for the Governor's 1975-1976 appropriation request, it is necessary to obtain from each County Unit the anticipated costs to carry forward existing 1974-1975 Program into 1975-1976 and to estimate costs and identify new and expanded program for 1975-1976. The attached format and the instructions are to be used for this purpose.

This data must be reviewed by the Regional Offices and forwarded to Central Office with comments by August 30, 1974.

Attachment

cc: Mrs. Wohlgemuth
Mr. Carskadon
Mr. Jones
Dr. Harris/Mr. Conrey
Mr. Haigh
Mr. Meyers
Mr. Coleman
County Administrator
Regional Deputy Secretary/ATTN: MH/MR Specialist.
Mr. Erb/Mr. Davis

COUNTY MH/MR PROGRAM

INSTRUCTIONS FOR BUDGET ESTIMATE

FISCAL YEAR 1974-75

Complete the attached form in duplicate for each County Unit: one copy to show costs to carry current programs forward for Fiscal Year 1974-75, and one to show costs for new and/or expanded programs for Fiscal Year 1974-75. Indicate each submission by checking the appropriate box at the top of the form.

Include in Section I total program cost estimates by cost center and program category for Base Program and Family Resource Services only.

In Section II list all sources of anticipated revenue including the county unit's share for 90-10 funded programs and payments for costs not eligible for State participation. Follow the listing in the footnote at the bottom of the form.

In Section III deduct the revenue in Section II from Line M, Section I, "Total Program." This result is the net cost eligible for State Participation.

A narrative plan accompanying this Budget is also required for the Base and FRS as outlined in the attached memo. The costs in these plans for both current program and new/expanded programs should conform with the total costs listed on these Budget forms.

When considering new and expanded programs, please use as guidelines the following areas of emphasis established by the Offices of Mental Health and Mental Retardation:

Mental Retardation:

1. Residential Arrangements, e.g., community living arrangements, foster care, and alternate family care.
2. Expanded services to families with a mentally retarded member.

3. Vocational Habilitation Services, e.g. job placement, follow-up, independent and/or sheltered employment.
4. Additional staff to provide information and referral, direct care, management and follow-up for MR clients.
5. Prevention of mental retardation, and identification and early intervention of MR individuals.

Mental Health;

1. Residential Arrangements, e.g. domiciliary care, half-way houses, intermediate care facilities, etc.
2. Life Management and Support Services, e.g. resocialization, advocacy, aftercare, transitional workshops, etc.
3. Comprehensive Services for Children and Youth, to include education, partial hospitalization, etc.

General:

Other program expansion impacting on the overall objective of preventing or reducing institutionalization, or developing a comprehensive range of services for all mentally ill or mentally retarded citizens.

COUNTY MH/MR PROGRAM

County Unit _____

Current Program ☐

New/Expanded ☐

	BASE PROGRAM	GROUP HOMES	GRP HOMES COORD' TOR	FRS	TOTAL
I. <u>COST CENTERS</u>					
A. Administrator Off.					
B. Community Services					
C. Case Mgmt & Support					
D. Outpatient					
E. Inpatient					
F. Part. Day/Night Care					
G. Emergency Care					
H. Interim Care					
I. Vocational Rehab.					
J. Trg & Social Rehab.					
K. Residential Argmts.					
L. Other Services					
M. TOTAL PROGRAM					
II. LESS ANTICIPATED REVENUE *					
III. NET STATE COSTS					

County Administrator

*Include County's 10% Share of 90-10 funded services, all payments for Costs Not Eligible for State Participation, Social Service Grants (SRS), Program Fees, Private Insurance, Medical Assistance, Federal Staffing Grants, Charities, Interest, Other Federal Funds and all Other Sources of Income.

COUNTY MH/MR PROGRAM

INSTRUCTIONS FOR BUDGET ESTIMATE

FISCAL YEAR 1975-76

Complete the attached form in duplicate for each County Unit: one copy to show costs to carry current programs forward for Fiscal Year 1975-76 and one to show costs for new and/or expanded programs for Fiscal Year 1975-76. Indicate each submission by checking the appropriate box at the top of the form.

Include in Section I total program cost estimates by cost center and program category.

In Section II list all sources of anticipated revenue including the county unit's share for 90-10 funded programs and payments for costs not eligible for State participation. Follow the listing in the footnote at the bottom of the form

In Section III deduct the revenue in Section II from Line M, Section I, "Total Program." This result is the net cost eligible for State participation.

Please include a brief narrative explanation for new/expanded programs and any unusual changes for current programs.

When considering new and expanded programs, please use as guidelines the following areas of emphasis established by the Offices of Mental Health and Mental Retardation:

Mental Retardation:

1. Residential Arrangements, e.g., community living arrangements, foster care, and alternate family care.
2. Expanded services to families with a mentally retarded member.

BUDGET ESTIMATE FY 1975-76
COUNTY MH/MR PROGRAM

(Check One)

Current Program ☐

New/Expanded. ☐

County Unit _____

	BASE PROGRAM	GROUP HOMES	GRP HOMES COORD' TOR	FRS	TOTAL
I. <u>COST CENTERS</u>					
A. Administrator Off.					
B. Community Services					
C. Case Mgmt & Support					
D. Outpatient					
E. Inpatient.					
F. Part. Day/Night Care					
G. Emergency Care					
H. Interim Care					
I. Vocational Rehab.					
J. Trg & Social Rehab.					
K. Residential Argmts.					
L. Other Services					
M. TOTAL PROGRAM					
II. LESS ANTICIPATED REVENUE *					
III.NET STATE COSTS					

County Administrator

*Include County's 10% Share of 90-10 funded services, all payments for Costs Not Eligible for State Participation, Social Service Grants (SRS), Program Fees, Private Insurance, Medical Assistance, Federal Staffing Grants, Charities, Interest, Other Federal Funds and all Other Sources of Income.